



Doctor of Education (EdD) in Educational Leadership & Policy

Terms of Reference

EdD Management and Admissions Committee

(approved by GPACC on 10 September 2020)

OVERVIEW

Since the EdD program was launched in 1997, the primary management structure has been the EdD Management and Admissions Committee (EMAC). This committee consists of several EDST faculty members and representatives from each of the EdD Cohorts. This committee is responsible for all aspects of the program, including admission policies and practices, curriculum, matters dealing with financing the program, staffing courses, and all other policies related to the program.

EMAC has a binary structure consisting of (1) the Plenary (all members; hereafter, referred to as the Management Committee) and (2) the Admissions Subcommittee (all faculty members of the Plenary). At a minimum, there are two annual meetings of the Management Committee, one in the spring, the other in mid-October on the Friday leading into the annual Institute. A member of the Admissions Subcommittee reports to the Management Committee at plenary sessions.

The Management Committee is the usual starting point for any policy, budgetary, or curriculum proposals. The committee develops, revises, and approves policies and proposals, then forwards them to be placed on the agenda for other departmental, Faculty and University deliberative and decision-making bodies. Most often the next step is the department's Graduate Programs Advisory and Curriculum Committee (GPACC), which reviews and must approve all policies and curriculum proposals related to graduate programs. Once approved by GPACC, policies and curriculum proposals are taken to a department meeting for discussion and approval. Some policies and all curriculum proposals are then passed on to a similar committee in the Faculty of Education—the Graduate Curriculum Advisory Committee or GCAC—for review and approval before they are placed on the agenda of a formal Faculty of Education meeting. Some policies and all curriculum proposals must then be forwarded to the University's Graduate Council and Senate for final approval.

The chair of the Management Committee normally serves a 2-year term. A 3-credit annual workload buyout is provided to the Chair of the Management Committee. The Chair normally consults with the past chair, the EdD Academic Coordinator, and the Head of EDST to identify departmental faculty to serve on the Management Committee. Faculty members normally serve a 2-year term but are appointed in a staggered fashion to ensure that there are always some members with experience in the EdD program. Each EdD cohort selects its own

representative(s) to serve on the Management Committee, and many cohorts have active representatives even when all members of the cohort are alumni. The EdD Academic Coordinator serves *ex officio*; the Coordinator provides to the Management Committee budget summaries for the past year and budget proposals and updates for the current year, and brings to the Management Committee any other matters requiring action.

Each fiscal year's final budget is reviewed by the Management Committee, and each proposed budget is reviewed and approved by the Management Committee prior to being submitted to the Head for departmental approval. This normally occurs in mid-June.

The work of the Management Committee varies from year to year. In years when no new cohort is admitted (usually every third year), the work of the Management Committee mostly focuses on updating policies, reviewing financial matters, and dealing with any curricular issues. In years when a new cohort is being admitted, an EdD Admissions Subcommittee is formed from the faculty members serving that year.

MEETINGS, MINUTES, & DECISION-MAKING

The Management Committee normally meets twice per year for the plenary, and on an ad hoc basis for the Admissions Subcommittee. The latter usually has at least one face-to-face meeting, with other work conducted via email and on e-Vision. The Chair also convenes the Subcommittee to consult on special initiatives (e.g., departmental call for a program self-study), prior to bringing issues to the Plenary.

The Chair, in consultation with the Academic Coordinator, convenes the meetings and determines the agenda, based in part on minutes from the prior meeting. The agenda is circulated in advance via email for input by committee members. If for unforeseen reasons there will not be a quorum, the Chair has the prerogative of cancelling the meeting. If it is a challenge to gather a face-to-face quorum for the spring plenary or there is not much pressing business, the Chair may initiate an online meeting; typically, these have a clear start and end time, last no longer than 1 week, and unfold over email. The preferred meeting mode, however, is face to face.

A quorum consists of the members present unless there are formal votes to be taken, as per the agenda circulated in advance. In the case of meetings where a formal vote is scheduled, a quorum consists of a simple majority of committee members; current student and alumni representatives of cohorts may assign a proxy member of their cohort, and members may also be present via video conferencing.

Minutes for meetings at UBC are taken by the EDST staff member assigned to the Management Committee. For meetings off campus (in the case of the Institute), the Chair taps a committee member to take minutes. The Chair then edits the minutes, circulates them to the committee, and they are discussed, amended if need be, and approved at the next meeting. Currently, the approved minutes are available in a WorkSpace 2.0 folder called "EdD Management Committee" and subfolder called "Minutes." The Academic Coordinator has an archive of past minutes, with the aim of eventually saving this archival material onto WorkSpace.

Decisions within the Management Committee are made in a variety of ways, but the preferred mode is by consensus. Where formal votes are required, the Management Committee adheres to a version of Robert's Rules of Order, and the vote is carried by a simple majority. The EdD Coordinator as a member *ex officio* has the right to vote; the Chair votes only in the case of a tie.

ADMISSIONS

The "EdD Admissions Criteria" document (last updated January 21, 2018) informs the work of the EdD Admissions Subcommittee. This document also lists sources of evidence for committee members to consider in relation to the criteria. The Subcommittee's work is also informed by the "Procedures Governing Program Change Requests into the EDST PhD," section titled "Requests for Program Change Applications from the EdD to PhD or PhD to EdD" (approved by the Department in 2020).

Procedure: The EdD Academic Coordinator works with the Graduate Program Assistant to do an initial vetting of the files. The Chair and Academic Coordinator collaborate to assign first and second readers to each application for review. The first reader takes notes sufficient to present the case to the Subcommittee; a version of their notes will eventually be posted to eVision along with the group's decision. The second reader reviews the file but does not need to prepare to present the file. If the two readers agree on the application, then the first reader makes a brief presentation to the Subcommittee and answers any questions arising. If there is a split initial vote (i.e., if the first reader says "admit" and the second reader says "reject" or vice-versa) or if one or both readers feel the applicant is borderline for whatever reason (e.g., too inexperienced), then the case is presented in fuller detail to the Subcommittee for discussion.

Once the Subcommittee has gone through all complete application files, further discussion takes place. All things equal, the aim is to admit a strong, diverse cohort of 12 to 14 people. For example, all members might feel a particular applicant is strong but whose undergraduate GPA would require the Chair to make a special case to G+PS on behalf of the Subcommittee. Yet, that person may represent a sector that would add to the vitality and diversity of the overall cohort. It is impossible to specify all the permutations of this in advance; we trust in the collective judgment of the group to make these decisions. In this, the Subcommittee is guided by one of the specified EdD admissions criteria, namely:

- Fit within the overall incoming cohort, so that *across the cohort*, members represent both formal and nonformal settings and can contribute to diverse conversations so that the ideologies of practice can be interrupted. These settings include, among others: the postsecondary sector; business, justice, and health organizations; unions and community groups; government; and the K–12 school system.

In the rare instances of disagreement, the Subcommittee aims to achieve consensus through discussion and reference to the EdD admissions criteria.

The Chair of the Management Committee may also call ad hoc meetings of the Subcommittee to discuss (a) matters arising urgently within the Department that require consultation or (b) issues bearing on admissions (e.g., application deadline).

COMPREHENSIVE EXAMS

The EMAC develops, considers, and approves policy related to the EdD comprehensive exams (in accordance with the Faculty of Graduate and Postdoctoral Studies [recommended guidelines](#)) but does not comprise the EdD Comprehensive Exam Committee for any given cohort. The chair of EMAC, however, also chairs the EdD Comprehensive Exam Committee in any given year (there will be an exam in 2 years out of every 3). Please refer to the separate Terms of Reference for the EdD Comprehensive Examination Committee (last updated January 4, 2019).

PROCESS OF REVIEW FOR TERMS OF REFERENCE

The Terms of Reference will be reviewed informally annually, at the first meeting after July 1, at which point there are often new faculty members joining who may be unfamiliar with the workings of the Management Committee. Every few years—ideally, keying off a periodic Department self-study or EdD program review—the Management Committee will formally review the Terms of Reference, making amendments as needed. If a change is considered substantive, the Management Committee will take a formal vote and bring the revised ToR to GPACC for consideration.